



employment opportunity

RECREATION AIDE

Salary: \$12.00 per hour

The City of Covington is seeking Recreation Aides to assist with a variety of responsibilities to support the city's athletic and/or recreation activities and city-sponsored events, as required. This is a regular, part-time position with weekly work hours that vary and include weekends or evenings depending on need and assigned work schedule. The typical work schedule will be less than 20 hours per week. As a part-time position normally requiring less than 20 work hours per week, this position will not receive medical insurance benefits, paid vacation or sick leave, or paid holidays. Additional work hours may be available on an intermittent basis, such as during the summer months.

Representative responsibilities: This position covers a broad range of tasks that may include, but are not limited to, the following: Assist with the set up and breakdown of facilities and/or equipment and storage of equipment. Prepare athletic fields for use. Coordinate program activities. Provide direction and assistance to participants, instructing them on the rules and guidelines of proper participation in games and various recreational activities. Provide support to instructors as directed. Officiate for athletic activities or events. Monitor facility use and program activities. Help plan, publicize and implement special events. Gather data; complete routine reports. Maintain inventory of equipment, clean facility property and conduct maintenance requirements. Assist in the preparation of posters, bulletin boards, and other means of advertisement. Attend appropriate staff meetings, training sessions, and workshops, as directed.

Minimum criteria: Any combination of education and experience that would provide the applicant with the desired skills, knowledge, and abilities required to successfully perform the responsibilities of the position. Possession of or ability to obtain First Aid/CPR Certification and blood borne pathogens training.

Preferred criteria: In addition to minimum criteria, one year of experience working in sports or recreation programs is preferred.

A complete job description and employment application are also available by visiting City Hall Monday through Friday between the hours of 8 a.m. – 5 p.m.; or by calling the Personnel Manager at (253) 480-2410. Resumes must be accompanied by a completed and signed city employment application or they will not be considered. A cover letter is preferred but not mandatory. Position shall remain open until a sufficient staffing level has been reached. EEOE.

Apply to: Personnel Manager; City of Covington; 16720 SE 271st Street, Ste. 100; Covington, WA 98042.



JOB DESCRIPTION

Job Title: Recreation Aide (Regular, Part-Time)

Department: Parks & Recreation Department

Reports To: Recreation Manager

Overtime Classification: Non-Exempt

Date: May 2014

Definition:

Assist with a variety of responsibilities to support the city's athletic and/or recreation activities and city-sponsored events, as required.

Supervision:

Work under the guidance and supervision of the Recreation Manager.

Essential Job Functions:

This position covers a broad range of tasks that may include any or all of the below-listed representative job duties:

- Assist with the set up and breakdown of facilities and/or equipment and storage of equipment. Prepare athletic fields for use.
- Coordinate program activities. Provide direction and assistance to participants, instructing them on the rules and guidelines of proper participation in games and various recreational activities.
- Ensure proper behavior on the part of program participants; respond quickly to potentially hazardous situations and accidents.
- Provide support to instructors, as directed.
- Officiate athletic activities or events, as directed. Monitor facility use and program activities.
- Help plan, publicize and implement special events.
- Gather data; complete routine reports.

- Maintain inventory of supplies and equipment; clean facility property and conduct maintenance requirements. Keep supervisor informed of material and supplies and related issues in sufficient advance time to correct issues or acquire additional supplies.
- Assist in the preparation of posters, bulletin boards, and other means of advertisement.
- Maintain records, process forms, collect fees and perform other administrative support tasks.
- Attend appropriate staff meetings, training sessions and workshops, as directed.

Secondary Job Functions:

- Respond to public inquiries in a courteous manner, providing information within the scope of knowledge or refer to appropriate staff.
- Other duties of a similar scope or nature, as directed.

Qualifications:

Knowledge of:

- Rules, practices, techniques and equipment used in a wide range of recreation activities.
- Basic methods and techniques of scheduling.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment, including computers and applicable computer software applications.
- Effective customer service techniques and principles, including skill in working with diverse populations.

Ability to:

- Learn the basic operations, services and activities of the city's comprehensive recreation program.
- Learn a wide variety of recreation facilities, including daily operations and equipment.
- Assist in the planning and implementation of a wide range of city recreation programs, classes, events and activities for all ages and ability levels.
- Provide administrative support for recreation programs, including record keeping and report preparation.
- Work weekends or other irregular hours, as necessary.
- Learn to lead program participants in recreational activities in assigned areas.
- Learn to assist in promoting recreation activities in the community.
- Assist in operating and maintaining recreation facilities.
- Communicate effectively, both orally and in writing. Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees, agencies and the public.
- Schedule parks and facility usage.
- Set up and take down equipment for recreation programs and special events.
- Learn methods and techniques of planning, organizing and supervising recreation programs.

- Maintain accurate records and files.
- Operate office equipment, including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Communicate clearly and concisely, both verbally and in writing.

Education and Experience:

Minimum Criteria:

Skills, knowledge and abilities to successfully perform all the functions of the position. Possession of or the ability to obtain First Aid/CPR Certification and blood borne pathogens training.

Preferred Criteria: *(In addition to Minimum Criteria)*

One year of experience working in sports or recreation programs.

Special Requirements:

- Possession of a valid Washington State driver's license and a driving record that is considered satisfactory in accordance with city standards.
- American Red Cross CPR, First Aid and Bloodborne Pathogen Training or the ability to obtain this training within 6 months of starting this position.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing, standing, walking, stooping, kneeling, balancing for prolonged periods. Visual acuity must be such to allow for effective performance of administrative tasks on a computer.
- **Frequent Demands:** Driving, climbing, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer; moderate lifting and carrying.